

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 2/19/19**

Held at
1000 Washington Street, Boston, MA, 02118
At 10:00 a.m.
Room 1D

Board Members Present:

Patrick Driscoll
Paul Phaneuf
Janet Leombruno
Richard Gormley

Staff Members Present:

Michael Hawley, Executive Director
Thomas F. Burke, Assoc. Executive Director
Bruce Hopper, Chief Board Counsel
Robert Williams, Investigator

Board Members Absent:

David Brezniak

Members of the Public Present:

Michael Gardner
Benjamin S. Poinier
Thomas C Newhall
Chet Brown
Sharon Brown
Paulina Giberti
Christopher Luciano
Ryan M, MacDonald
Robert McNamara
Gary Toye
Karenlee Saldana
Kimberly Mathers
Debra Brasskoh
Dino C. Manca

Kelley Molloy
Jennifer Burnham
Margaret Clancy
Karen Molloy
Paul Molloy
David T. Russell, Jr.
Mark Chapman
John J. Sanford
Thomas G. Caruso
Bruce Copeland Newhall
Augstabe M. Sabia
Brian Campbell
Glenn Campbell

Call to Order

Mr. Phaneuf called the meeting to order at 10:10 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Review of Minutes

The Board reviewed staff prepared public session minutes of the meeting held on January 15, 2019.

Mr. Driscoll moved to accept staff prepared public session minutes of the meeting held on January 15, 2019. Mr. Gormley seconded the motion. Motion passed by a majority vote.

Report from Executive Director Michael Hawley

Mr. Hawley reported that 502 preneed reports have been received by Board staff and filed by town and funeral home. He noted that funeral directors who have not responded by deadline will be contacted by Board staff to request the report. In response to Board Chair Paul Phaneuf's inquiry, Mr. Hawley responded that all Type 3 Funeral Directors are now current in our system. He acknowledged that, beginning today, the division has implemented an improved online database system that will increase access and accelerate data processing. He also noted that the agency has installed kiosks in the front office lobby to assist funeral registrants with online renewal and other licensing matters.

Report from Chief Legal Counsel, Bruce Hopper

No Report.

Application Review:

Type 6 – Review and vote on applications

- Jennifer Burnham
- Chet Brown
- Karenlee Saldana-Martinez
- Benjamin Poinier
- Margaret Clancy
- John Sanford
- Kelley Molloy
- Kimberly Marthers
- Paulina Giberti

Mr. Driscoll moved to approve the above candidates for licensure. Ms. Leombruno seconded. The motion passed unanimously.

The above candidates were sworn in.

Type 6 (Transition) – Review and vote on application

- Mary Aveni (Transition to Type 6)

Ms. Aveni did not attend the Board meeting. Her application will be reviewed at the March 19, 2019 meeting.

Funeral Establishments – Review and vote on applications:

- Campbell Funeral Service

The Board reviewed the Establishment Certificate application for Campbell Funeral Service. The application was in order and the establishment had been duly inspected.

Mr. Driscoll moved to approve the Campbell Funeral Service for licensure. Ms. Leombruno seconded. The motion passed unanimously.

- Everett & Reen Funeral Home, Inc.

The Board reviewed the funeral establishment applications for Everett & Reen Funeral Home. The application was in order and the establishments was duly inspected.

Mr. Gormley moved to approve Everett & Reen Funeral Home for licensure. Ms. Leombruno seconded. The motion passed unanimously.

Discussion:

- **McNamara-Sparrell Funeral Home, Cohasset – Conditional Licensure Agreement Extension Request**

Mr. Robert McNamara presented the Board a revised deadline to complete the construction in order to bring the McNamara-Sparrell Funeral Home into compliance with the Board's regulations and requirements. After discussion, the Board agreed to extend the deadline for completion to May 1, 2019. The Board instructed Mr. Williams to inspect the funeral home by the end of April 2019 to ensure compliance.

Mr. Gormley moved to grant an extension of the original conditional licensure agreement until May 1, 2019. Mr. Driscoll seconded. The motion passed unanimously.

- **Hearses**

Mr. Hopper reported to the Board that Massachusetts General Law Chapter 85, Section 14A comports with Board regulation 239 CMR 3.13 (25) regarding the registration of hearses with the Registrar of Motor Vehicles as required for the transportation of dead human bodies by funeral establishments. In response, the Board requested that Mr. Williams visit the RMV to determine the application procedure for registering a hearse.

- **The International Conference of Funeral Service Examining Boards – Exam and Dues**

The Board briefly discussed the merits of the current exam requirements for funeral directors in Massachusetts. Mr. Phaneuf asked which states require the national exam as

part of their application for funeral directing. Mr. Hawley stated that Board staff will initiate a review of inter-state exam requirements at a future date and report back to the Board.

Correspondence:

- **Out of State Applicant – Andrew Correia**

The Board received a written request from Mr. Correia to waive the written practical exam requirement. In his letter, Mr. Correia noted that he did not achieve a passing score on the Massachusetts written practical exam and asked the Board to accept his training and work experience in another state in lieu of the examination requirement. After lengthy discussion, the Board voted to deny Mr. Correia's request to waive the written practical exam requirement.

Ms. Leombruno moved to deny the request to waive the written practical exam requirement. Mr. Phaneuf seconded. The motion passed unanimously.

- **Letter for Reinstatement of License – Mr. Diaz**

The Board considered Mr. Manolito Diaz's request for a review of his application for Type 6 Funeral Director registration. After discussion, the Board recommended that Mr. Diaz submit a new Out-of-State application for Type 6 Funeral Director. Although he applied previously, the application contained inaccuracies and the Board requested that he submit a new application. Because Mr. Diaz took and passed the written practical and jurisprudence exams in conjunction with his prior application, the Board waived the exam requirement in the new application. If Mr. Diaz submits a new application in a timely manner, the Board will review.

Continuing Education Provider Applications:

NFDA

- Death Café Culture and Before I die Festivals
- Kickstart Your Creativity: Fresh Approaches for Community Outreach

Kates-Boylston Publications

- Cremation Innovations Summit

Funeral Service Academy

- Today's Funerals: What's New?

The 2019 Dodge Technical Seminar

- Lessons Learned Through Experience – Part 1 & 2
- We've Honed Our Prep Room Skills
- Donor Cases Don't Have to be Scary!
- U.S. Military Mortuary
- To Be or Not to Be: Afraid of the Prep Room
- Overcoming Difficulties

Matthews International

- 10 Arrangement Steps Essentials for Families Selecting Cremation
- Moving from Grieving to Remembrance
- The Beauty, Characteristics and Value of American Woods
- The Beauty, Characteristics and Value of Enduring Metals
- The Funeral Home Professional Communications Skills
- Millennials – the Dawn of the Digital Networking Age
- Plant Tour – Understanding the Hardwood Casket Construction Process, A-Z

Mr. Phaneuf moved to approve and accept all of the above continuing education courses. The motion was seconded by Ms. Leombruno. The motion passed unanimously.

At 12:20 p.m. Mr. Gormley left the Board Meeting.

Closed session, Investigative Conferences, Settlement Offers and Adjudicative Conference [Closed pursuant to M.G.L. c. 112, § 65C; c. 30 A § 18 ¶ 5 (d)]

At 12:33 p.m., Ms. Leombruno moved to suspend the open meeting and enter into closed session to conduct investigative conferences to discuss disciplinary cases pursuant to M.G.L. c. 112, § 65C. The motion was seconded by Mr. Gormley. **The motion passed unanimously.**

At the end of the closed session, the open meeting in resumed.

During the closed session, the Board took the following actions:

- 2018-001225-IT-ENF – Dismissed
- 2018-001202-IT-ENF – Forwarded to Prosecutions
- 2018-001212-IT-ENF – Dismissed
- 2018-000646-IT-ENF – Dismissed with Advisory

Adjournment

At 1:10 p.m. Ms. Leombruno moved to adjourn the meeting. Mr. Driscoll seconded the motion. Motion passed unanimously.

List of Documents used at the meeting:

1. Agenda
2. Minutes from previous meeting(s) where applicable
3. Applications for personal registration
4. Establishment Licensure Applications
5. Continuing education provider applications

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Hawley". The signature is fluid and cursive, with the first name "Michael" and last name "Hawley" clearly distinguishable.

Michael Hawley
Executive Director